



جمعية المهندسين البحرينية - مركز التدريب
Bahrain Society of Engineers - TRAINING CENTRE



QQA Seal of Recognition

TRAINING WORKSHOP

PRESENTATION



Skills

for Seniors

24-27 September 2017

8:00 am - 2:00 pm.

Manama, Kingdom of Bahrain

For Registration & Inquiries:

Tel: +973 17-810725 or 17-727100 /

Fax: +973 17-827475

Email: bsetraining@batelco.com.bh

Website: www.mohandis.org



Presentation Skills for Seniors

Introduction

To lead is to be able to present. Without the ability to present dynamically and effortlessly, leading is not possible. With presentation skills expertise, all things are possible. That's all it takes — 60 seconds — for people to decide whether or not they'll pay attention to a presentation.

Whether you are presenting to educate and inform, influence or persuade, every move you make has an impact. Getting it right is a start but adding polish and impact will enable you to gain credibility, especially when under pressure from a potentially ambivalent, highly focused and knowledgeable audience.

This course will enhance your presentation skills by discovering new techniques to ensure your audience is persuaded or fascinated with your presentation.



Who Should Attend

This course will benefit those who are in the field of:

- Supervisory
- Managerial Positions
- Leadership positions
- Who work in teams

- And anyone who would like to become more influential in the workplace ,a necessity for those who make presentations as part of their professional role.

Objectives & Benefits

- Identify the purpose of a presentation and the objectives intended to achieve
- Discover your audience profile
- Learn how to focus on the needs of the audience
- Tailor the presentation to suit the profile and needs of the audience
- Structure the presentation to maximize its effectiveness
- Develop attention-getting and memorable content
- Prepare and use visual aids effectively
- Deliver a concise, cohesive, powerful executive presentation
- Practice verbal and non-verbal communication skills
- Control nervousness
- maintaining audience interest
- encouraging participation
- how to become more concise when presenting
- Develop the structure of your presentation
- encouraging and handle questions in presentations
- Structure the material logically
- Select and prepare the most appropriate visual aids
- Select presentation delivery methods
- Deliver the presentation with skill
- Release the influencing presenter inside you.



Improve
your skill



Methodology

- ✓ Group Discussions
- ✓ Training Games / Conests
- ✓ Personality Lab
- ✓ Video Clips
- ✓ Simulations exercises
- ✓ Case studies
- ✓ Assessments
- ✓ Personal Incubation
- ✓ Coaching

Course Fee:

- BD 400

Inclusions:

- *Training handout*
- *Certificate of attendance*
- *Lunch and refreshments.*

Course Trainer

Dr. Emad Al Zaidani

Dr. Al-Zaidani is Business and human capital Developer, Futurist & certified trainers in Quality & many Creative Thinking models. He is also specializes in many areas, such as leaders and managers development, strategic thinking & planning, marketing planning, sales Development management, Franchising, developing markets, penetrations Strategies and controlling competition, quality and human resource developer. He conducted many courses in Gulf countries, Malaysia & UK. in the previous mentioned areas.

During his 30 years of professional practice he gained a thorough & extensive experience, reflected greatly in his performance in training & coaching. In Training he focuses in boosting trainee's performance and developing their skills utilizing many tools & means such as but not limited to:

- Personal Incubation
- Personality Lab
- Training Games
- Training Competition
- Brain Reset
- Coaching

Course Outline

- 28 Qualities of a Skillful Presenter
- Podium Panic
- 10 techniques to dealing with Podium Panic
- Planning Your Presentation
- The Presentation Sequence
- 4P Steps for Giving a Presentation
- 3 A's for Preparing Content
- Analyze Your Audience - *the H & 6W approach*
- NLP & understanding your audience
- Define What Action
- Arranging Your Argument
- Creating Effective Presentation Visual Aids
- 10/ 20/ 30 rule
- Designing Good Slides
- Vocal Techniques
- The Voice – CLAP approach
- The stresses and pauses exercise
- Use the Rights Words – SEER concept
- Dealing with Questions TRACT technique
- Body Language for Presentation
- The Signals You Send & receive to Others
- The Impact of Your Tone of Voice
- Your Volume: Saying Words With Conviction
- Influencing Your Audience with the Power of Your Voice
- Professional, Culturally Sensitive and Easy to Understand Words
- Developing a Greater Range of Expression in the Voice
- The 7 Presenter Types



Training Quality Procedures

Assessment:

All assessments will be conducted during the Workshop. Assessment tasks consist of e.g.: Quizzes, Practical discussions, case studies, role plays, onsite Exercises, hands-on.

Certificates:

Certificates will be awarded to the learners who pass in the assessments and completed at least 75% of the attendance report.

Course Language: English

Progress Report:

Progress and attendance reports linked to the specifications for the reporting period will be sent to the company of each learner. This report will list learner's progress and achievements with respect to the appropriate section of the syllabus, indicating the progress made towards the training objective.

Presentation Skills for Seniors

REGISTRATION FORM

Name:
Organization:.....Department:
Position Email:
Address:>.....
Telephone:..... Mobile:Fax:

Course Title	Duration	Date & Venue	Timing	Course Fees
Presentation Skills for Seniors	4 Days	24-27 September 2017 Manama, Kingdom of Bahrain	8:00 am-2:00 pm	BD 400

Promo & Discounts for early bird registration until 10th August 2017:

- Individual Registration (**Non-Sponsored**) - **10% Discount**
- Group registration composed of five (5) delegates - **15% Discount**
- BSE Members (as individual/ non-sponsored) - **20% Discount**
- Free seat for BSE active member (conditions applied)

Note:

- For Individual/ overseas, payment shall be received upon submission of the completed registration form.
- Registration shall be reconfirmed only once payment has been made prior to the course.
- No Show of participant/s during the course will be charged in full amount accordingly.
- Cancellation of participant/s shall be submitted in writing to BSE ten days (10 days) before the course.

Method of payment:

- I will pay by Cash
- Invoice the Organization (Please attach the authorization/nomination letter)
- I enclose a Banker's Draft payable to Bahrain Society of Engineers-Training Centre
- Bank BIC: NBOBBHBM / IBAN: BH18 NBOB 0000 0099 0989 11National Bank of Bahrain-Manama Main Branch
- Please Debit to Amex: _____ Visa: _____ Master Card: _____
(Additional 3% will be charged)

Card Number:..... Expiry Date:.....

Card Holder's name and address (if different from above)

Signature.....

Date:.....

Please send this completed form to:

BSE-Training Centre, P. O. Box 835, Manama, Bahrain

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